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Approved For Release 2001/07/28 : CIA-RDP78-03991A000200030019-6

PURCHASE SECTION REPORT
For Week Ended 19 August 1953

Requisitions

Balance pending end of previous week	252
Received during week	132
	384
Completed during week	130
Balance pending end of week	254

<u>Purchase Orders Issued</u>	155	\$37,583.76
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Backlog of Typing

Purchase Orders	28
Correspondence	2
Invitations to Bid	3
Bills of Lading	0
Total	33

STATUS OF PENDING REQUISITIONS*

A. <u>Without Action</u>		<u>Estimated Value</u>
Held less than 15 days	80	\$19,609.00
Held more than 15 days	0	-0-
Total	80	\$19,609.00
B. <u>With Action</u>		
<u>Pending Information from Requisitioning Office</u>		
Held less than 30 days	23	3,820.60
Held more than 30 days	2	600.00
Total	25	4,420.60
<u>Pending Receipt or Opening of Bids</u>		
Held less than 30 days	99	31,500.00
Held more than 30 days	0	-0-
Total	99	31,500.00
<u>Pending Clearance from GPO and/or GSA</u>		
Held less than 30 days	12	3,800.00
Held more than 30 days	0	-0-
Total	12	3,800.00
<u>Pending Completion of Service and/or Billing</u>		
Held less than 30 days	38	585.00
Held more than 30 days	0	-0-
Total	38	585.00
<u>Total with Action</u>	174	\$40,305.60
C. <u>Total Pending Requisitions</u>	254	\$59,914.60
D. Total Hours of Overtime during the past week:	6 hours	

*Details for each Purchasing Agent are in Purchase Section

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Contracts, Amendments, executed during period of
13 August 1953 through 19 August 1953

Status of Contract Actions Pending for Contract Section
As of 19 August 1953

A. No Action	4	
B. Pending receipt of more information, clearances, etc.	13	
C. Pending bid Opening and Award	6	
D. Negotiations Underway	10	
E. Pending drafting of contractual documents	8	
F. No further action required by procurement officer		41
1. Pending typing and mailing to Contractor	20	
2. Pending signature of Contractor	15	
3. Pending final clearance and signature of Contracting Officer	6	
		<u>41</u>
		<u>82</u>

Note: 7 actual requisitions and 30 memos and letters were received during the week which will require contract or other action by the Contract Procurement Officers. Since in many cases two or more of these documents will be consolidated into one action, these figures do not mean that 37 separate actions will be required. The figures above of contract action requests received, completed, or pending are on this consolidated basis. The consolidations, cancellations and transfers resulted in net new contract actions of 9.

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